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UNITED STATES MISSION - BOGOTA

VACANCY ANNOUNCEMENT

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No. 088

Job Vacancy

October 1, 2008

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have and attach the required work and/or residency permits to be eligible for consideration.

OPEN TO:	All U.S. Citizens
POSITION:	DEVELOPMENT ASSISTANCE SPECIALIST, Deputy OTI Country Representative 80A-52 – FP-03
OPENING DATE:	Wednesday, October 1, 2008 at 8:00 am Bogota, Colombia time
CLOSING DATE:	Wednesday, October 15, 2008 at 4:00 pm Bogota, Colombia time
WORK HOURS:	Full time; 40 hours/week
SALARY:	EFM : FP-3 \$62,631.00 - \$91,976.00

The U.S. Agency for International Development in Bogota (USAID/Bogota) is seeking an U.S. citizen for employment in country for the position of Development Assistance Specialist – Deputy Office of Transition Initiatives (OTI) Country Representative.

BASIC FUNCTION OF POSITION

This position is located in the Office of Transition Initiatives (OTI) at USAID/Colombia, Bogota. The incumbent will serve as Deputy Country Representative of the OTI in USAID/Bogota. Will assist the OTI Country Representative and will act as OTI Country Representative in his/her absence. He/She reports to the OTI Country Representative. The Deputy Country Representative's principal responsibility will be development, oversight and management of DCHA/OTI's country program.

MAJOR DUTIES AND RESPONSIBILITIES

As a USAID employee, the incumbent has the responsibility to understand and incorporate the Agency's five core values in all aspects of his work. These core values are: 1. Customer focus, 2. Results orientation, 3. Empowerment and accountability, 4. Teamwork and participation, and 5) Valuing Diversity.

The Deputy Country Representative's duties will include but not be limited to:

Project Management and Oversight

- Assist the Country Representative with OTI programmatic design and continual refinement.
- Assist Country Representative in identifying staffing and administrative needs necessary to achieve OTI's strategic objectives.
- Supervise the development, implementation, and monitoring of OTI grants to ensure that they achieve OTI's strategic objectives.
- Assist the Country Representative in representing OTI during meetings with USAID personnel, U.S. Embassy staff members, local Government officials, UN organizations, indigenous and international NGOs, and other involved agencies and organizations. Develop collaborative relationships with them in order to ensure close coordination at the field level, identify the widest range of potential partners and opportunities, and achieve maximum synergy with other programs.
- Directly supervise one FSN and assist in the supervision of a \$25M contract with 6-8 contractor staff.

Monitoring and Reporting

Assist the Country Representative in monitoring and reporting on the status of:

- the development and implementation of grants and other activities;
- the performance and needs of OTI's implementing partners;
- communication and coordination between OTI and its implementing partners, the USAID Mission, the U.S. Embassy, and other donor organizations;
- current political developments and security concerns; and
- Other pertinent information required to achieve OTI's program objectives.

- Assist in preparing and disseminating programmatic, financial and monthly reports to the USAID Mission, OTI/Washington and other organizations as deemed appropriate.
- Assist Country Representative in preparing DCHA/OTI operational plans including closeout plans, security/evacuation management, logistics and property use guidelines, program and operations budgets.
- Regularly brief staff on security issues that could affect OTI programs. Ensure that all field staff adhere to security measures.
- Assist the Country Representative with administrative requests to the USAID Mission.
- Manage, monitor, and evaluate the DCHA/OTI in-country portfolio, assessing the performance of program staff, contractors and grantees working under his/her supervision.
- Ensure the dissemination of regular DCHA/OTI reports to U.S. Government and non-U.S. Government agencies and organizations as deemed appropriate.
- Travel frequently to field offices throughout the country of assignment for grant monitoring purposes and to continually assess OTI program impact.

Other

Perform other duties as determined by the OTI Country Representative, the Regional Team Leader in Washington and/or their designees.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: Masters Degree in development assistance or a related area.
- b. Prior Work Experience: Minimum of two years of experience on conflict-prone countries.
- c. Minimum of three (3) years overseas experience on conflict-prone countries; minimum of three (3) years professional experience and project management in USG foreign affairs agencies, international non-governmental organizations (INGOs), or large international organizations;

- two years of prior supervisory experience at a management level; demonstrated experience in conceptualization, design and management of projects similar to those of OTI. Demonstrated experience writing financial and narrative reports, briefing papers and other official documents.
- d. Language Proficiency: Fluent English level 4 and excellent writing skills. Spanish oral and written level 3 are required.
 - e. Knowledge: The successful candidate will possess working knowledge of conflict mitigation and political transition in countries in conflict and familiarity with a wide range of issues including community development, media, mediation/arbitration, conflict resolution, democracy/governance and/or human rights.
 - f. Skills and abilities: Strong interpersonal and team building skills. The ability to serve as an effective liaison with a wide array of individuals and institutions is essential.

LANGUAGE TESTING PROCEDURES

Most of the positions at the Embassy require specific level of both Spanish and or English. After the preliminary screening of the applications, those that meet all of the requirements will then be scheduled for the required language examinations if needed. English language examinations are given at First Class English. Spanish examinations are presently given at the Embassy. You will be contacted and given the procedures for each examinations.

- 3. Successful candidate must be able to obtain a USAID Secret security clearance.

SELECTION CRITERIA

- Demonstrated ability to motivate, guide and manage contractors and grantees (20 points);
- Demonstrated ability to work in difficult, complex, conflict or post-conflict circumstances fraught with political and economic instability (20 points);
- Demonstrated experience in conceptualization, design and management of projects similar to those of OTI (15 points)
- Experience with mediation, conflict resolution, democracy/governance and human rights activities (15 points);
- Overseas experience in international development and/or humanitarian response in complex emergencies (10 points).
- Demonstrated ability to deal with counterparts on both the highest and lowest political, social and economic levels (10 points);

The remaining 10 points will be included in the scoring of an applicant only if the applicant meets minimum qualifications and receives a score that meets the requirement for an interview.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism and conflict of interest in determining successful candidacy.
2. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs (Not Ordinarily Resident) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. Successful candidate must be able to obtain a USAID Secret security clearance.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for Federal Employment (SF-171 or OF-612)
<http://bogota.usembassy.gov>; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Embassy Bogota
c/o USAID Human Resources Section
Carrera 45 No. 24B-27

U.S. EFMs not yet residing at post may submit applications via fax (57-1) 383 2319.

Applications will not be returned. Applicants should keep a copy for their files. Applicants who are not selected for interviews will not be contacted.

DEFINITION

AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. Citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

CLOSING DATE FOR THIS POSITION: WEDNESDAY, OCTOBER 15, 2008 AT 4:00 PM BOGOTA, COLOMBIA TIME

It is the policy of the Agency for International Development to provide equal opportunity in employment for all *people*; to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation; and to promote the full realization of a diverse workforce and equal employment opportunity through a continuing diversity enhancement program in the Agency.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.